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**COMMISSION ON TECHNOLOGY  
MINUTES**

December 9, 2002  
Special Session Meeting  
9:30 a.m. - 12:30 p.m.

Arizona State Courts Building  
Conference Room 119 A & B  
1501 West Washington  
Phoenix, AZ 85007

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**MEMBERS PRESENT**

Louraine Arkfeld  
Lisa Royal *stand in for Kent Batty*  
Michael Baumstark  
J. William Brammer, Jr.  
B. Robert Dorfman  
Gordon Griller  
Jeanne Hicks  
Michael Jeanes  
John Kennedy  
Donna Killoughey  
Gary Krcmarik  
Martin Krizay  
Ruth McGregor  
James Soto  
Edward Voss

**MEMBERS ABSENT**

Al Madrid

**GUESTS**

Mohyeddin Abdulaziz, TAC  
Tom Adams  
John Barrett, TAC  
Tom Brady, CACC  
Janet Cornell, TAC  
Diane Drain  
Daniel W. Edwards, TAC  
Beverly Frame  
Sue Hall  
Kim Johnson  
Denise Lundin  
Carol Merfeld, TAC  
Sheri Newman  
Patricia Noland, CACC  
Eloise Price, TAC  
Rick Rager  
Marcus Reinkensmeyer, CACC  
Will Tagart, TAC

**AOC STAFF PRESENT**

Dave Byers  
Maureen Haggerty  
Jim Ham  
Karl Heckart  
Paul Hrisho  
Stephanie Nolan  
Pamela Pucetas  
Robert Roll  
Janet Scheiderer  
Ted Wilson

**WELCOME AND OPENING REMARKS**

Vice Chief Justice Ruth McGregor called the special session meeting of the Commission on Technology (COT) to order on December 9, 2002 at 9:30 a.m. Vice Chief Justice McGregor welcomed and thanked members, staff and for finding the time to attend the special session during the busy holiday season. Members introduced themselves giving their name and position.

**MOTION:**    **A motion was made and seconded to approve the minutes of the November 1, 2002 Commission on Technology meeting. The motion passed unanimously. TECH-02-21**

Justice McGregor noted that the Commission did not have ample time to discuss the electronic document management system (EDMS) implementation approaches during the November 1<sup>st</sup> meeting. Also, she noted, the Arizona Judicial Council (AJC) has adopted guidelines in the Arizona Code of Judicial Administration that apply to EDMS. She mentioned that because court records are being dealt with, Chief Justice Jones has requested that the Commission make recommendations to the AJC. However, courts prepared to implement EDMS will be permitted to do so in a pilot mode.

### **SUMMARY OF EDMS WORKGROUP RECOMMENDATIONS**

Maureen Haggerty presented on behalf of the EDMS Workgroup summarizing the recommendations made at the November 1, 2002 Commission on Technology Meeting. She noted that the EDMS Workgroup amended its report to include a recommendation of a pre-implementation review process.

### **SUMMARY OF EDMS CONSIDERATIONS**

Karl Heckart presented an overview of main issues to be considered in an EDMS implementation. He stressed the risks, the complexity of integration and the operational imperatives. He recommended the following:

- Establish Certification Standards
- Require Certification & Regular Audits
- Start EDMS in Pilot Mode
- Adopt Software/Product Standard
- Review/Establish Statewide EDMS Contract

### **DISCUSSION: EDMS DEPLOYMENT STRATEGIES**

There was considerable discussion among members on a variety of issues related to the EDMS Workgroup report recommendations.

**MOTION:** A motion was made and seconded to amend the EDMS Workgroup Report recommendation “Pre-implementation Review Process” to specify that the review documentation and process be developed with in pilot implementations of EDMS. The motion passed unanimously.  
**TECH-02-22**

Continued discussion on the nature of the review ensued. Other topics discussed included the need for “image enabling” of the case management system (i.e. access to documents through the CMS and a single point of data entry), whether a review included certification or was just a report, whether allowing multiple products rather than adopting a standard product would create too great a support (integration programming for the CMS) requirement, and the need for standard codes to allow for sharing of documents across the court system. It was also clarified that the pilot could include more than one court as several were indicating a desire to implement during fiscal year 2003.

**MOTION:** A motion was made and seconded to adopt the recommendations as amended in the Report of the Electronic Document Management Workgroup. **TECH-02-23**

Vice Chief Justice McGregor reiterated that Chief Justice Jones felt this was ultimately an issue that should come before the Arizona Judicial Council (AJC). Since it was agreed that courts could move forward on a pilot basis while developing review and implementation guidelines and standards, the AJC does not need to finalize an approach immediately. Members hoped to bring the issue to the AJC's summer or fall meeting.

### **CALL TO THE PUBLIC**

The meeting adjourned at 12:10 p.m.